



Committee Management User's Group (CMUG)

Meeting Date:	September 28, 2005, Wednesday
Time:	1–4 p.m.
Location:	Rockledge 2, Room 7111
Advocate:	Anna Snouffer
Chair:	David Clary
Analyst:	Sophonia Simms
Next Meeting:	October 26, 1–4 p.m., Rockledge 2, Room 7111

Action Items

1. (Sophonia Simms) Find out about new J2EE training schedule and relate it back to the CMUG group.

CMUG Business

David Clary stated that the status of the CMUG meeting is still undecided right now. He suggested that sometime soon, the group should vote on how they should tailor the meetings should the format change. The group already agreed to stay together, even if the meetings take on a more informal approach. They agreed to vote on the frequency and setup of these informal meetings sometime soon.

Anna Snouffer stated that the advocates and Customer Relationship Managers will now relate input and data to and from the institutes. Chosen by eRA, these CRMs will be very involved within the IMPAC II system and all related programs, so they will be knowledgeable of all relevant issues. They will be mostly involved with the needs of the ICs and act as a contact point for them. The exact formal plan has not yet been determined. This is just a heads-up to the CMUG group that things are changing.

Because this is a transition period, no new chair will be chosen yet. David, however, will continue to write email notification for the group during this time period.

CM J2EE Update

During the J2EE acceptance testing for Build 3, only eight members of the CMO community out of 45 submitted comments. The group agreed that this was a poor turnout and did not represent a true test of the system. It is anticipated that all of the showstopper issues have been corrected for the next version and the new build will be released on October 5. David and Anna assured the group that the opportunity still exists to test the system when the new build is available.

Sophonia stated that the plan is for the software to go to Acceptance Testing for three weeks. She stressed the importance of feedback so that developers can make corrections during this three week period. The plan would be for the system to go into Pilot after acceptance testing with Anna's concurrence.. After Pilot mode, it is anticipated that CM could be deployed to production. She reminded members that Client Server is still slated to be turned off by the end of this year.

Anyone who wishes to test the system must provide their username in order to have their account activated for acceptance testing.

The documentation team is currently working on a new user manual, which will give instruction on processes and show screen shots of the system. Although she does not know the exact schedule, Sophonia believes that there will be training, since it is a new and different look and feel than users know. She will find out about training and relate that information back to the group.

Action: (Sophonia Simms) Find out about new J2EE training schedule and relate it back to the CMUG group.

SREA Transition Update

The spreadsheet that provides a list of payees for individual meetings can now be created from Committee Management - Web. More specifically, a button on the Roster Maintenance screen opens a tool in Oracle Discover, which creates a spreadsheet showing a list of reviewers. After it is produced, the spreadsheet should be encrypted and sent to the CSR SREA office, which will then generate obligations in the Office of Financial Management (OFM) database.

Group members stressed the necessity for accuracy in this system, stating that they should not fix problems after the fact.

Table Talk

The issue was raised concerning the Financial Operating Plan (FOP) and the Center for Scientific Review's (CSR) ability to recalculate the ZRG1 figure. Sophonia stated that the issue surrounded the number of non-federal members. When the system was developed, it was set at 9999. For 2005, there were over 10 thousand members, proving the field too small to accommodate all of the members. This has been recalculated in test and it should be in production soon.

Attendees

Caraballo, Kim (NICHD)	Clary, David (OD)	Colston, Carmen (AHRQ)
David, Tracey (OD)	Grabner, Caroline (NHLBI)	Kemmerle, Donna (NIDCD)
Nuss, Mary (NIAID)	Paugh, Steve (OD/LTS)	Radway, Nathalie (NCI)
Rustin, S. Lisa (NCI)	Scibek, Carol (CSR)	Simms, Sophonia (OD)
Sinnett, Everett (CSR)	Snouffer, Anna (OD)	Vilensky, Zenia (NCI)